



LITE XPRESS PRIVACY POLICY

Lite Xpress International, Inc. ("LITE XPRESS") complies with the Data Privacy Act of 2012 and is committed to safeguarding your privacy and ensuring that you continue to trust LITE XPRESS with your personal information. When you interact with us, you may share personal information with us which allows identification of you as an individual like name, email, address and telephone number.

This Privacy Notice sets out:

1.) Scope and Acceptance

The Privacy Notice applies to the personal information that we collect about you for the purposes of providing you with our products and services we offer.

By using LITE XPRESS website or by giving us your personal information, you accept the practices described in this Privacy Notice. If you do not agree to this Privacy Notice, please do not use our website or give us any personal information.

LITE XPRESS reserves the right to make changes to Privacy Notice at any time. We encourage you to regularly review this Privacy Notice to make sure you are aware of any changes and how personal information may be used.

2.) Personal Information collected by Lite Xpress

LITE XPRESS may collect personal information about you from a variety of sources, including through:

- Online and electronic interactions with us
- Offline interactions with us

(a) Information that you provide to us directly

This is information that you provide to us with your consent for a specified purpose, including:

- Personal contact information, including any information allowing LITE XPRESS to contact you in person;
- Payment information, including to make purchases;
- Account login information;

- Customer feedback, including information that you share about your experience in LITE XPRESS;

(b) Information that we collect when you interact with LITE XPRESS website

We use cookies and other technology which collect certain kinds of information when you interact with LITE XPRESS.

(c) Information collected from other sources

We may collect information about you from other legitimate sources for the purpose of providing you with our services. Such sources include third party information aggregators, LITE XPRESS partners, public sources and third party social networking sites with whom you have given consent for the disclosure of information relating to you and where otherwise lawfully permitted. Such information may include:

- Personal contact information; and
- Any personal information that is part of your profile on a third party social network and that you allow that third party social network to share with us, e.g. Facebook

3.) Children's personal information

LITE XPRESS **DOES NOT** knowingly solicit or collect personal information from children below the age of 12. If LITE XPRESS discovers that it has accidentally collected personal information from child below 12, it will remove that child's personal information from its records as soon as reasonably possible. LITE XPRESS may collect personal information about children below the age of 12 years of age from the parent or guardian directly and therefore with explicit consent.

4.) Why Lite Xpress collects personal information and how it uses it

LITE XPRESS collects and uses personal information only as necessary for the purposes for which it was obtained.

5.) Sharing of personal information by Lite Xpress

LITE XPRESS does not share your personal information with any third party that intends to use it for direct marketing purposes, unless you have provided specific consent in relation to this.

6.) Your rights

You are afforded rights in relation to your personal information under the Data Privacy Act of 2012, including the right to access, correction, and objection to the processing, including the right to lodge a complaint with National Privacy Commission.

- You have a right to request access to your personal information. You may send a request for access to customercare@litexpress.com.ph. Depending on the nature of request, LITE XPRESS may charge a reasonable fee for providing access to your personal information.
- You also have the right to request that LITE XPRESS correct any inaccuracies in your personal information

7.) Information security and retention

- Information security

In order to keep your personal information secure, LITE XPRESS has implemented a number of security measures:

- Secure operating environments - LITE XPRESS stores your information in secure operating environments and only accessible to LITE XPRESS authorized employees.
- Encryption for payment information - LITE XPRESS provide protection for sensitive financial information.
- Prior authentication for account access - LITE XPRESS requires its registered customers to verify their identity before they can access or make changes to their account. This is aimed to prevent unauthorized accesses.

- Retention

LITE XPRESS will only retain your personal information for as long as it is necessary for the stated purpose, taking into account also our need to answer queries or resolve problems, provide improved and new services, and comply with legal requirements under applicable laws.

This means that we may retain your personal information for a period of 5 years after your last interaction with us. When the personal information that we collect is no longer required, we destroy or delete it in a secure manner.

8.) How to contact us

Please contact our Data Protection Officer if you have any questions about our data protection policies and practices or the information we hold about you through the following:

- by call: (02) 3410-3333
- by email: admin@litexpress.com.ph